

### **FAQ's for 2008 CWI Grants**

1. On the grant applications, should the chair sign the app then have it scanned and sent to you or can the electronic application be void of the signature? The chairman's name should be typed into that space on the application; there is no need for a signed signature.
2. 14-digit HUC Code(s): A hydrologic unit is an area of land that can contribute surface-water runoff to a designated outlet point. Some of you have maps of these at your office. These watershed codes can also be accessed through ToolKit- perhaps your RS or DC could pull these up if you don't have access to them.
3. Applications, drop down boxes: in the Excel applications, there have been "drop down boxes" created so you can select your County, CIT region, etc. (Note: you can also type this in; however, if you don't type it exactly as it shows in the list, you'll get an error message.)
4. Having problems with the 500 word narrative not fitting in the box on the application form? It is recommended that you type the longer sections in a Word document, and then copy/paste the text over into the Excel application when you're completely done editing. After you copy and paste, put your cursor after the last word that does show up in the designated box on the application and hit the keys "Alt" and "Enter" (make sure you press Alt first, and then Enter, not the other way around). This will bump your text down to the next line and the next line can be seen on the application form. You will need to continue this process throughout the rest of your narrative section. If a district is having problems with this form they can call Amy Eizinger, Grants Coordinator at 317-234-5263 for assistance.

### **FAQ's for the Conservation Marketing Grant:**

1. Conservation Marketing grant "30 landowners": this information can be used to create a data base for your district for future references and can be shared with ISDA. Each district is encouraged to gather as many landowner contacts as possible, but please note that landowner doesn't necessarily mean farmer. A landowner could be an urbanite, or it could even be an organization contact such as Ducks Unlimited. Think of it more as a contact.
2. Conservation Marketing grant "follow-up": as listed on the information sheet, acceptable follow-up procedures can be in person (including mileage) or phone calls (bill your long distance charges). However, that listing is not comprehensive. For example, you could use this \$1000 to help pay postage for a follow-up survey you sent out to attendees. Or you could "charge" your time spent following up, similar to an administrative fee. Once you start work on the follow-up process, document your time and report that in your quarterly reports. Example: 1/2 hour on July 17th, 2 hours on August 1st, etc.
3. Can I hold more than one education/outreach event and use CWI funds on both events. Yes.

### **FAQ's on the Sediment and Nutrient Reduction Grant:**

1. Matching funds: these can be either in-kind or cash or a combination of the two for both grants. It can even be 100% in-kind. We encourage you to try to match up to 25%. The match is more important in the Sediment and Nutrient Reduction grant because that is one of the

criteria the SSCB will be looking for in making decisions (remember up to 50% match is required for staffing). It would be to your advantage to state exactly what your in-kind would consist of because that is an area on the score sheet that the SSCB will judge your application on.

2. Is a lap top considered as office equipment? Yes